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STANDARD FORM NO. 64

Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050006-6

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 24 November 1954

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (15 - 19 November 1954)

1. GENERAL

a. Shipments to [REDACTED] Philadelphia (New Item - Completed)

25X1A2g

Approximately 1,000 pounds of general supplies were shipped to [REDACTED] by Agency truck. Prior to returning to Washington, a shipment of bedding equipment was returned to Sears, Roebuck and Company in Philadelphia, Pennsylvania, by the same truck.

b. Thanksgiving Dinner (New Item - Completed)

At the request of the NEA Division and in close coordination with the Special Purchase Branch, Procurement Division, a shipment of fresh frozen foodstuffs was made to [REDACTED] on a flight leaving Idlewild Airport on the evening of 19 November.

25X1A2g

25X1A6a

25X1C15a

2. STUDIES AND PROJECTS IN PROCESS

a. Delineation of Functions Pertaining to Motor Vehicles  
(Continued Item)

The draft of a proposed Logistics Instruction on this subject has been completed and was concurred in by the Acting Chief, Supply Division. This instruction will be forwarded to the Chief of Logistics for approval and publication in the near future.

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- b. [REDACTED]  
(Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the [REDACTED] Regulation will begin as soon as one other priority regulation has been completed.

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- c. [REDACTED] (Continued Item)

This Regulation is currently in the process of formal coordination.

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- d. [REDACTED]

In view of the priority placed upon these regulations, the DD/A and the DD/P agreed that informal collaboration should be dispensed with. These regulations were forwarded to the Regulations Control Staff for formal coordination on 28 October 1954.

- e. Requests for Vehicle Actions (New Item - Completed)

Three requests for covert vehicle actions were processed during this reporting period.

- f. Weight and Volume Allowances for Emergency Areas (New Item - Completed)

New weight and volume allowances of household goods and personal effects were recently established for employees transferred to and from permanent posts of duty abroad which are in emergency areas where furnished quarters are provided. In order to expedite implementation of this new policy pending publication of applicable regulations, a proposed Headquarters Notice [REDACTED] were drafted. These proposed issuances were forwarded to the Chief of Logistics, 23 November 1954, for approval and forwarding to Chief, Regulations Control Staff. Arrangements have been made with the Chief, Regulations Control Staff for publication of these issuances without coordination inasmuch as the new policy has previously been concurred in by the Deputy Director (Administration), Deputy Director (Plans)-(Administration), General Counsel, Comptroller and Chief, FE (DD/P).

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### 3. OTHER ITEMS OF INTEREST

- a. Air Shipments (New Item - Completed)

Twenty-three air shipments were made to overseas destinations at the request of various Operating Divisions and Support Staffs.

*Would be worthwhile knowing relative cost of these shipments compared with costs of shipments had been made by surface vessel*

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<u>No. of Shipments</u>	<u>Area Div.</u>	<u>No. of Cargoes</u>	<u>Channel</u>	<u>Destination</u>	<u>No. of Cases</u>	<u>Pounds Weight</u>
2	FE	4			7	185
1	FE	1			1	4
1	FE	2			2	64
1	FE	2			2	29
1	COMMO	1			1	4
2	TSS	2			3	36
2	WE	2			3	33
1	EE	1			2	173
3	SE	4			61	9123
2	NEA	2			7	245
1	NEA	1			1	71
1	WH	2			7	182
1	WH	1			1	19
1	WH	1			2	124
1	WH	1			1	42
1	WH	1			1	19

*need to report time like this?*

b. Railway Express Shipment (New Item - Completed)

One domestic shipment, consisting of two cases weighing 57 pounds, was shipped via Railway Express [redacted] at the request of the Contact Division. [redacted] Inasmuch as the Contact Division requested rapid delivery, and the parcels weighed more than the twenty-pound parcel post limit, Railway Express was utilized.

25X1A6a

*should do more for consolidation if practicable*

c. Consolidation of Shipments (New Item - Completed)

During the past week the Transportation Division has been successful in coordinating with the Supply Division the packing of three individual cargoes for the same world area so that the cargoes were available at the same time. This enabled simultaneous shipment with one set of papers, rather than setting up separate paper work for each individual cargo.

d. Conference with GSA Officials (New Item - Completed)

A representative of the Transportation Division attended a conference with representatives of General Services Administration

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for the purpose of discussing participation of this Agency in centrally operated motor pools, as provided for in Public Law 766, 83rd Congress, and amendments thereto.

*25X1A6a ? GSA might have Agency out of any further consideration regarding vehicles.*

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e. Vehicles for [REDACTED] (New Item - Completed)

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A representative of the Transportation Division attended conferences with representatives of the Comptroller's Office, Security Office, and Supply Division regarding replacement, procurement, and funding of vehicles at [REDACTED].

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*Apparently the ODOT & DOT want these vehicles to be processed with vouchers & funds.*

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f. Movement of Personnel via [REDACTED] (New Item - Completed)

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Arrangements were made with the [REDACTED] to move one Agency employee by [REDACTED]

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on or about 5 December 1954. Arrangements were also made to cancel out the movement by [REDACTED] of an Agency employee [REDACTED]

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[REDACTED] originally scheduled to travel on or about 28 November 1954.

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These arrangements were made at the request of Central Processing Branch, Office of Personnel, on 15 November 1954.

g. Retirement of Records (New Item - Completed)

Approximately seventeen linear feet of obsolete records were catalogued, boxed and forwarded to the Agency Records Center on 15 November 1954. These records pertained to completed travel and transportation transactions and were of no further immediate value in the Passenger Movement Branch.

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25X1A9a

h. Pre-Contract Negotiations with [REDACTED] (New Item - Completed)

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Major [REDACTED] of the Passenger Movement Branch, Transportation Division conferred with Mr. [REDACTED] of the [REDACTED] on 15 November 1954 relative to a proposed contract to be entered into for the packing, storage and shipment of household goods for Agency employees assigned to overseas duty stations. No classified information was discussed and no commitments were made.

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It is intended that a formal contract be negotiated with this company when appropriate security approval has been received.

4. SPECIAL PROBLEMS

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None

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5. MAJOR OBJECTIVES

This item will be reported in the next Weekly Activity Report.



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IO/TD/DRB:ech (24 November 1974)

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